

BY ORDER OF THE COMMANDER

SAFB INSTRUCTION 31-203

30 November 1999

Security



INSTALLATION ENTRY POINT CHECKS (IEPC)

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 31-2, **Law Enforcement**, and AFI 31-209, **Air Force Resource Protection Program**, and pertains to all persons, military or civilian, entering or exiting Sheppard Air Force Base, Texas. It does not apply to any geographically separated military units attached to Sheppard Air Force Base. This operating instruction establishes procedures for conducting vehicle Installation Entry Point Checks (IEPCs) and outlines requirements to be followed when sufficient probable cause is established to authorize a search. The on-duty shift sergeant ensures that IEPCs are conducted in accordance with operating instructions and monthly directives issued by the Installation Commander. It is the responsibility of the senior security forces patrolman, conducting these checks, to ensure strict compliance.

SUMMARY OF REVISIONS

Paragraphs have been renumbered. A “★” indicates revised material from previous edition.

1. Responsibilities.

1.1. Installation Entry Point Check Schedule. The 82d Security Forces Squadron will receive an IEPC schedule from the Installation Commander monthly. This schedule will include randomly selected locations, dates, and times for IEPCs to be conducted and frequencies of each check for the upcoming month.

1.2. Forms and Instruction Requirements. When IEPCs are conducted, personnel performing these duties will ensure they have sufficient copies of Sheppard AFB Form 292, **Base Entry Point Checks Record**; AF Form 1364, **Consent for Search and Seizure**; AF Form 52, **Evidence Tag**; and a copy of Article 31 and the 5th Amendment rights advisement.

1.3. The shift sergeant will use certified narcotic or explosive detection dog teams, when available, to conduct IEPCs. The patrolmen who initiate the checks must complete them during the time indicated by the Installation Commander. Other security forces (SF) personnel may not replace them.

2. *Time Table:* IEPCs will commence at the prescribed times, dates, and locations as indicated in the monthly Installation Commander's directive. SFs conducting the checks exercise no personal discretion in selecting vehicles and must check vehicles in accordance with the formula prescribed. However, once a vehicle has been stopped for the check, the count will stop until completion of the check of that vehicle; then the count will begin again. Pedestrians are not counted as part of the formula.

3. *The On-Duty Shift Sergeant will:*

3.1. Check the Installation Commander's monthly directive each day upon coming on duty for the times and location the shift will be required to conduct the IEPCs. Advise the SF personnel selected to conduct the checks of the location and time span as listed in the directive.

3.2. Ensure a blotter entry is made to annotate the time the checks start, location, names of personnel conducting the checks (to include MWD name and tattoo number), the formula used during the IEPC period (i.e., every tenth vehicle), and the traffic direction being checked. After completing the checks, annotate the blotter with the time completed, number of vehicles checked, and the results. Additional blotter entries are made in the event of found contraband, refusals, etc.

3.3. Temporarily terminate IEPCs if there is an emergency, inclement weather, a serious traffic jam, or an accident until normal traffic flow resumes or weather conditions permit. Once resumed, the checks will be continued with the same random number.

4. *Security forces conducting the checks will:*

4.1. Ensure the vehicle being checked is pulled out of the lane of traffic. The SF conducting the IEPC will approach the vehicle operator, identify himself/herself and brief the operator and occupants on the reason for the checks. The IEPC statement (Attachment 1) is used when making initial contact with the vehicle operator.

4.2. Ask the operator for permission to examine the vehicle and its contents.

4.3. If the operator agrees to the checks, ask him/her to turn off the engine and open all the compartments inside the vehicle.

4.3.1. After all the compartments inside the vehicle are open, ask the operator, and all occupants, to dismount the vehicle. The operator will then be requested to open the hood and trunk. After this is done, the operator and occupants will be instructed to stand away from the flow of traffic while the vehicle is being checked.

4.3.2. Conduct the check by looking in all compartments, under the seats, above visors or anyplace else contraband, government property, or classified material may be located.

4.3.2.1. If no unauthorized government property, contraband, or classified information is found in the vehicle, conclude the check of that vehicle and permit the driver and passengers to proceed.

4.3.2.2. If unauthorized government property, contraband, or classified information is found, take the property or contraband into custody and, if appropriate, apprehend military personnel and detain civilian personnel for investigation. Advise apprehended/detained personnel of their rights (Article 31 of the UCMJ for military personnel, the 5th Amendment for civilian personnel).

4.3.2.3. Seek consent to search the vehicle.

4.3.2.3.1. If consent for search is given, complete AF Form 1364 and have the person sign it.

4.3.2.3.2. If the person refuses to consent to the search secure the vehicle. After coordination with the Base Legal Office, or if after normal duty hours, the on-call Judge Advocate, seek search authorization from the Military Magistrate, if both are unavailable, the Installation Commander may be contacted to seek search authorization.

4.4. If the vehicle owner or operator refuses to permit the checks, advise the owner or operator in control of the vehicle that refusal to permit the checks may result in the loss of base driving privileges, revocation of base registration, debarment, or other actions. If permission is still refused, take actions as follow:

4.4.1. Non-affiliated civilians.

4.4.1.1. If the civilian operator and/or owner is not a civilian appropriated or non-appropriated fund employee on Sheppard AFB, ask the civilian operator and/or owner for identification and advise all occupants that they, both the vehicle and their persons, cannot enter Sheppard AFB unless the vehicle is checked.

4.4.1.2. Record the civilian operator and/or owner's name, address, and license number on the Sheppard AFB Form 292.

4.4.1.3. Deny entry of the vehicle and its occupants. The occupants, with the exception of the person who refused the check, will be permitted entry only if they are properly sponsored onto the installation.

4.4.1.4. Conduct a walk-around of the vehicle looking for any government property/contraband in plain view. Advise the civilian operator and /or owner that debarment actions will be initiated.

4.4.2. Affiliated civilians.

4.4.2.1. If the civilian operator and/or owner is a civilian employee on Sheppard AFB (both appropriated fund and nonappropriated fund), ask the civilian operator and/or owner for identification and advise him or her that the vehicle cannot enter Sheppard AFB unless the vehicle is checked. Advise the civilian operator and/or owner that refusal to permit the checks may result in loss of base driving privileges, revocation of base registration, or other administrative action.

4.4.2.2. Record the civilian operator and/or owner's name and address, license number, on the Sheppard AFB Form 292 and deny entry of the vehicle and any occupants who are not civilian employees.

4.4.2.3. Conduct a walk-around of the vehicle looking for any government property, contraband, or classified information in plain view.

4.4.2.4. If the vehicle has an Air Force vehicle decal, have the individual remove it from the vehicle.

4.4.3.. Military personnel.

4.4.3.1. For vehicles entering the base with a military operator/owner advise the member that entry onto Sheppard AFB will be denied for the vehicle unless consent to checks is given.

4.4.3.2. Conduct a walk-around examination of the vehicle for evidence that can be used as a foundation for search authorization, such as government property, contraband, or classified information in plain view.

4.4.3.3. If there is probable cause to conduct a search of the vehicle coordinate with the Base Legal Office, or if after normal duty hours, the on-call Judge Advocate, then seek search authorization from the Military Magistrate, if both are unavailable, the Installation Commander may be contacted to seek search authorization.

4.4.3.4. If there is no probable cause to conduct a search, complete a blotter entry and an AF Form 3545, **Incident Report**, for “Failure to Submit to Installation Entry Point Checks (inbound/outbound)”.

4.4.3.5. If the vehicle has an Air Force vehicle decal, have the individual remove it from the vehicle.

4.5. For vehicles departing the base, regardless of military affiliation:

4.5.1. Identify the operator of the vehicle and advise the individual that refusal to submit to the examination may result in the loss of base driving privileges, revocation of base registration, debarment from the base, or other action(s) as appropriate.

4.5.2. If the person refuses to permit the checks, conduct a walk-around examination of the vehicle for evidence which can be used as a foundation for a search authorization, such as contraband, government property, or classified information, in plain view.

4.5.3. If probable cause is established by the walk-around, coordinate with the Base Legal Office, or if after normal duty hours, the on-call Judge Advocate, then seek search authorization from the Military Magistrate, if both are unavailable, the Installation Commander may be contacted to seek search authorization.

4.5.4. Coordinate with the on-call Judge Advocate in making a decision as to whether or not further action is necessary to protect operations or property, or to ensure safety of the base.

4.5.5. If the Installation Commander orders a forced check, order all the occupants of the vehicle to dismount and order the operator/owner to open the locked compartment of the vehicle. Use only the force necessary to open the locked compartments if the order is not complied with by the operator/owner.

4.5.5.1. If unauthorized government property, contraband, or classified information is found, take the property into custody and, if appropriate, apprehend military personnel and detain civilian personnel for investigation. Advise apprehended/detained personnel of their rights (Article 31 of the UCMJ for military personnel, the 5th Amendment for civilian personnel).

4.5.5.2. Complete AF Form 3545 and a blotter entry on all incidents of refusal to permit the check. Civilian personnel are detained only until all necessary information for the report is gathered.

4.5.5.3. Remove the DD Form 2220 from the vehicle.

4.6. All vehicles stopped for checks are logged on Sheppard AFB Form 292.

- 4.7. Use the AF Form 52 to confiscate all unauthorized government property, contraband, or classified information found during the check/search and take as evidence.
- 4.8. Ensure IEPCs are stopped at the time indicated by the Installation Commander's monthly directive.
- 4.9. When a vehicle is initially stopped for the IEPCs, ascertain whether or not seat belts were being utilized and annotate this information on Sheppard AFB Form 292.
- 4.9.1. If there is reasonable doubt as to whether or not the individual was wearing the seat belt, ask the individual and mark the Sheppard AFB Form 292 according to the answer.
- 4.9.2. Issue a traffic citation to persons not wearing occupant restraints.
- 4.10. While the vehicle is stopped and the Sheppard AFB Form 292 is being accomplished, check to ensure the vehicle is displaying a proper DD Form 2220, DoD Registered Vehicle Decal, with a Sheppard AFB registration decal, or a current AF Form 75, Visitor/Vehicle Pass.
- 4.11. If classified material of any type is discovered, ask to see the written authorization (i.e., courier letter) allowing the transport of such material. The authorization letter must contain the person's full name, the reason the classified material is being handcarried or escorted, a telephone number of the issuing activity for verification purposes, and any other information that would facilitate the courier's movement through inspection points.
- 4.11.1. If proper authorization is available, allow the courier to proceed.
- 4.11.2. If proper authorization is not available, do not allow the courier to proceed. Contact the individual's organization to verify that the person has proper authorization to transport classified information off base. Record an *unclassified description* of the material, i.e., unclassified title, for completion of an incident report.
- 4.11.3. Do not confiscate the classified material unless theft or espionage is suspected.

TIMOTHY J. KAUFMAN, Colonel, USAF
Vice Commander

Attachments:

- ★1. IEPC Statement and Glossary of Prescribed Forms
- ★2. IEPC Process Flowchart

Attachment 1

★IEPC STATEMENT AND GLOSSARY OF PRESCRIBED FORMS

IEPC Statement: Installation entry point checks have been directed by the Installation Commander. Your attention is directed to the following: Personnel entering the base agree to a search of their person and/or vehicle when directed by the Installation Commander (Sec 21, Internal Security Act of 1950, 50 USC 797). Any Government property, contraband, or classified information found during this inspection will be confiscated. You are hereby advised that your failure to submit to this inspection may result in:

- Loss of base driving privileges for a period of at least one year.
- Removal of base vehicle registration.
- Barment from the base (Civilians Only).

Glossary of Prescribed Forms

AF Form 52, **Evidence Tag**

AF Form 75, **Visitor/Vehicle Pass**

AF Form 1364, **Consent for Search and Seizure**

AF Form 3545, **Incident Report**

DD Form 2220, **DoD Registered Vehicle**

SAFB Form 292, **Base Entry Point Checks Record**

Attachment 2
★BASE ENTRY POINT CHECK PROCESS

